



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	2/16/17	Interviewer:	Sue Guenter-Schlesinger and Mohammed Cato	RFA #17 – 06
Name of Person(s) Requesting Assistance: [REDACTED]				
Contact Numbers (telephone, e-mail, etc.): [REDACTED]				
Status of Person(s) Interviewed (title, position, student status, etc.): WWU staff				
Requested Assistance Pertaining To (name, position, policy, project, etc.): Concerns regarding [REDACTED] WWU [REDACTED]				

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding:      Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
2/3/17	[REDACTED] emailed Sue requesting to arrange a meeting regarding her concerns	
2/16/17	Mohammed Cato meeting with [REDACTED]	Sue and Mohammed had both planned to meet with [REDACTED] but Sue had a conflict and was not able to attend, so Mohammed met with [REDACTED]
2/24/17	SGS meeting with [REDACTED]	See notes in file.